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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 September 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 33, 20 September - 28 September 1960

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1. New Instructor Assigned to Clerical Training: Miss Cheryl [REDACTED] who recently entered on duty in the Agency, has been assigned to the Clerical Training Faculty. Miss [REDACTED] will fill the vacancy created by Mrs. [REDACTED] request to rotate to the DDP.

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2. Clerical Induction Training Resumes Two English Classes: On 11 July 1960 Mr. [REDACTED] a member of the Clerical Induction Training Staff, combined the English Grammar class with the Punctuation and Capitalization class taught on that program. This step was taken in an effort to evaluate the feasibility of teaching this subject matter in one training period. After 11 weeks of evaluation, during which time the class was audited by each of the Clerical Training instructors, a meeting was held and it was decided that the combined class would be dropped. Consequently, on 26 September 1960 the separate class offerings were resumed.

3. Acting Chief of Clerical Training: Mrs. [REDACTED] will 25X1A9A
serve as Acting Chief of Clerical Training during Mrs. [REDACTED] absence 25X1A9A
from 29 September to 14 October 1960.

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4. Instructor Audits Classes: Mrs. [REDACTED] audited Mr. [REDACTED] 25X1A9A
Shorthand class in Clerical Induction Training during the week of
19 September 1960. Attendance at this class completed her planned
auditing of Clerical Induction Training class offerings. Since she
has audited all of the Clerical Orientation and the Clerical Induction
Training programs, it is her plan to begin the auditing of Clerical
Refresher classes on 17 October 1960. She will possibly begin with
the English Usage class on that 4-week program.

5. Number in Clerical Orientation Training: During the week of
19 September - 23 September 1960, there were 14 trainees in Clerical
Orientation Training.

6. Number in Clerical Induction Training: During the week of
19 September - 23 September 1960, there were 46 trainees in Clerical
Induction Training; of these, 20 entered classes for the first time.

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7. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 19 September - 23 September 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	19	7
Shorthand	12	2

(b) The results of the tests administered to clerical applicants for the week 19 September - 23 September 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>	
Typewriting	18	2	
Shorthand	7	2	25X1A9a

